



**Policy:** 4440  
**Procedure:** 4440.07  
**Chapter:** Education  
**Rule:** Faculty Meetings

**Effective:** 7/30/08  
**Replaces:** 4440.07  
**Dated:** 10/10/1997

**Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) secure school education program's Principal and/or the Assistant Principal meets with the education employees weekly to ensure on-going communication and to facilitate team-building.

**Rules:**

1. The **EDUCATION PRINCIPAL** shall:
  - a. Conduct weekly faculty meetings of the total education staff;
  - b. Limit faculty meetings during the teachers' planning periods to only one per week;
  - c. Limit the meetings so teachers still have at least a continuous 30 minute planning period on faculty meeting days;
  - d. Prepare an agenda for each faculty meeting to include:
    - i. Information from all areas of the campus;
    - ii. Discussion of any campus or Education Division policy or procedure change;
    - iii. Discussion of appropriate management issues and up-coming scheduling; and
    - iv. Teacher input.

**Signature Date**

4/14/08

**Approved by Process Owner**

Patrick Jeske  
Dr. Patrick Jeske, Ph.D., Education Superintendent

**Effective Date**

7/30/08

**Approved by**

Michael D. Branham  
Michael D. Branham, Director